

## APPENDIX C

### Index of Student Handouts

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**This Appendix  
Contains**

This Appendix contains the items listed in the following table:

ITEM	PAGES
SH-1, Student Evaluation Plan (SEP) for SACC BNCOC-VTT (See Note)	SH-1-1 thru SH-1-14
SH-2, Advance Sheet for E303, Written Examination	SH-2-1
SH-3, Advance Sheet for E302, Graphics and Overlays and Plans, Orders, and Annexes Examination	SH-3-1

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**NOTE:** You must explain the Student Evaluation Plan to each student at the beginning of the course and post a copy in a conspicuous location.

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## STUDENT HANDOUT 1

### Student Evaluation Plan (SEP) for SACC BNCOC-VTT

<b>Overview</b>	<p>The Student Evaluation Plan (SEP) explains how Noncommissioned Officer Academies (NCOAs) conducting The Army School System (TASS) Stand Alone Common Core (SACC) (Phase I) BNCOC-VTT will determine if students have demonstrated a sufficient level of competency to pass the course. It establishes student responsibilities and training graduation (pass/fail) criteria, and lays out the testing strategy used to evaluate the student on the training. It specifically identifies course completion requirements to include the minimum passing score (including GO/NO-GO and Satisfactory or Superior) for each written examination and performance evaluation. It very specifically identifies specific lessons tested in each examination/evaluation, and describes the counseling and retesting policy</p>
<b>Applicability</b>	<p>This SEP applies to Active Army, Army National Guard (ARNG), and U.S. Army Reserve (USAR) soldiers attending the TASS Stand Alone Common Core (Phase I) Basic Noncommissioned Officer Course Video TeleTraining (BNCOC-VTT). This course provides soldiers selected for promotion to Staff Sergeant with an opportunity to acquire the leader and tactical skills, knowledge and behaviors (SKB) needed to lead a squad size unit.</p>
<b>Student Requirements</b>	<ul style="list-style-type: none"><li>• Read the attached Student Evaluation Plan and its enclosures.</li><li>• Abide by the policies and procedures of this SEP.</li></ul>
<b>SGL/Instructor Requirements</b>	<p>Explain this SEP to the students at the beginning of the course. Post it in a conspicuous location.</p>

ATSS-DCA

## MEMORANDUM FOR STUDENTS ATTENDING TASS SACC BNCOC-VTT

SUBJECT: Student Evaluation Plan (SEP) for the TASS Stand Alone Common Core (Phase I) Basic Noncommissioned Officer Course Video TeleTraining (BNCOC-VTT), Course Number, 600-00-BNCOC-VTT

1. This Student Evaluation Plan (SEP) establishes student responsibilities and training graduation (pass/fail) criteria, details how NCO academies will determine if the student has demonstrated a sufficient level of competency to pass, and lays out the testing strategy used to evaluate the student on the training.

2. This SEP informs students, Small Group Leaders (SGL)/instructors, and other personnel of the course graduation requirements. Academies will explain this plan to the students at the beginning of the course and post it in a conspicuous location.

3. This SEP includes:

(a) Academic Grading and Test Plan is at Enclosure 1.

(b) Student Responsibilities.

(c) Counseling.

(d) Other Evaluations.

(e) General Standards.

(f) DA Form 1059, Service School Academic Evaluation Report is at Enclosure 2.

(g) Student Grievances and Redress.

(h) Student Recognition.

(i) Challenging Training.

4. STUDENT RESPONSIBILITIES.

(a) This course uses the Small Group Instruction (SGI) Technique of Delivery. This technique places the responsibility for learning on the student through participation in small groups led by small group leaders (SGLs) who serve as role models and instructors throughout the course. SGL uses small group processes, methods, and techniques to stimulate learning. The SGL is an instructor who facilitates counseling, coaching, learning, and team building in SGI.

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(b) The small group process is a technique for learning in small groups that capitalizes on (uses) student experiences, requires intensive student interaction, and makes each student responsible for their own learning. Cooperation takes precedence over competition. SGI provides individualized learning, team building, and maximum exchange of ideas.

(c) It is the responsibility of the student to learn to perform the lesson training objectives of this training. This includes completing the homework assignments, completing the Practical Exercises (PEs), and fully participating in classroom/group room discussions and training activities.

(d) NCOA will dismiss students who fail a retest/reevaluation or fail to meet performance standards, and/or require extraordinary assistance to remain in the course.

#### 5. COUNSELING.

(a) Students will participate in at least two counseling sessions conducted by the SGLs/Instructors during the course. One will be a review of academic progress to discuss performance and professional growth. Students will receive additional counseling whenever their academic standing reaches borderline failing status or if they fail an examination/evaluation, or fail to comply with the standards of conduct. When a student receives formal counseling, the SGL/Instructor will complete a DA Form 4856-E (Developmental Counseling Form). Students must attend a mandatory study hall if they are failing or are in danger of failing.

(b) At a minimum, each student will receive an initial (reception and integration) counseling, and an end of course (performance and professional growth) counseling which will include a developmental action plan. The performance and professional growth counseling will be the basis for comments on the DA Form 1059 (Service School Academic Evaluation Report).

#### 6. OTHER EVALUATIONS. (None)

#### 7. GENERAL STANDARDS.

(a) Minimum Achievements. Students must complete all graded requirements/graduation requirements, all homework assignments, all Practical Exercises, and all Performance and Leadership Performance Evaluations. Students will attend all classes and training activities. Students will participate in all training activities. To graduate, students must complete each graduation requirement to the established standard. Failure to pass any of the graduation requirements will constitute failure to meet course standards and the student will not graduate. Students will receive only one retest.

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(b) Standards of Conduct. Students will conduct themselves in a manner expected of a noncommissioned officer. This includes demonstrating law abiding personal conduct and behavior, both on and off duty. The NCO Academy commandant may relieve students from the course for any conduct or behavior that violates local, state, or federal law, including the Uniform Code of Military Justice (UCMJ) or for any conduct or behavior that violates any DoD, Army, or local regulation or policy. This includes, but is not limited to, substantiated cases of lying (oral or written, sworn or unsworn), cheating, plagiarism, and improper relationships, e.g., senior-subordinate or student-cadre. Students shall be at their appointed place of duty on time. Students demonstrating a pattern of lateness may receive dismissal consideration.

(c) Physical Fitness Standards. Students must meet and maintain physical fitness standards. Students will maintain physical fitness standards by participating in physical fitness training sessions. SGLs/Instructors will evaluate students on their ability to lead the physical fitness training sessions. Students with permanent medical profiles will take part within their profile limitations. Commandants will consider for administrative dismissal those students that receive a temporary profile that precludes them from meeting the minimum graduation requirements of the course.

(d) Remedial/Refresher Training and Retesting. SGLs/Instructors will formally counsel students failing an initial examination/evaluation. They shall provide remedial/refresher training and offer one retest. They will coordinate remedial/refresher training and retesting during non-POI time. They shall provide a retest for the Written Examination and the Graphics and Overlays Examination and Plans, Orders, and Annexes no earlier than 24 hours of the initial examination. They shall provide a retest for the performance evaluations within 72 hours of the initial evaluation. All retests will be conducted between 0500 and 0800 or 1700 and 2000.

(e) Student Elimination From the Course. Commandants may remove students from the course before course completion for disciplinary reasons, lack of motivation, and other valid reasons, such as illness or injury, and academic deficiencies. Failure of a student to maintain standards during the course may constitute an infraction of the UCMJ or may simply indicate a lack of motivation or aptitude. Students whose actions during the training constitute a violation of the UCMJ may receive a suspension or dismissal from the course. Commandants may require them to report to the court-martial convening authority. SGLs/Instructors will counsel those students whose actions demonstrate a probable lack of motivation, and may consider them for dismissal/disenrollment for motivational, disciplinary, or academic reasons.

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8. STUDENT GRIEVANCES AND REDRESS. Students having a grievance purely academic in nature will address that grievance to SGL/Instructor or Senior SGL and then to the Chief Instructor or Course Manager, whose decision is normally final. Students may also address their grievance to the commandant, if necessary. Students having a grievance involving discrimination or violation of policy should use the chain of command up to the commandant. Students may seek the assistance of the Inspector General (IG) at any time, but first must inform the chain of command if they desire to see the IG during duty time.

9. STUDENT RECOGNITION. Students successfully completing this Stand Alone Common Core TASS course will receive a DA Form 1059 Service School Academic Evaluation Report (AER). Academies will not issue any additional certificates of training, honors certificates or diplomas until the student completes Phase II.

10. CHALLENGING TRAINING. The Stand Alone Common Core TASS (Phase I) BNCOC-VTT does not have a test-out policy. Students may not get credit or take any tests prior to receiving the training.

11. Refer any questions about this SEP through the SGL/Instructor to the Chief Instructor or Course Manager.

12. Point of contact at USASMA is SGM Bennett-Green, Course Chief, BNCOC at DSN 978-8331, commercial (915) 568-8331, e-mail: Agnes D. Bennett-Green@bliss.army.mil.

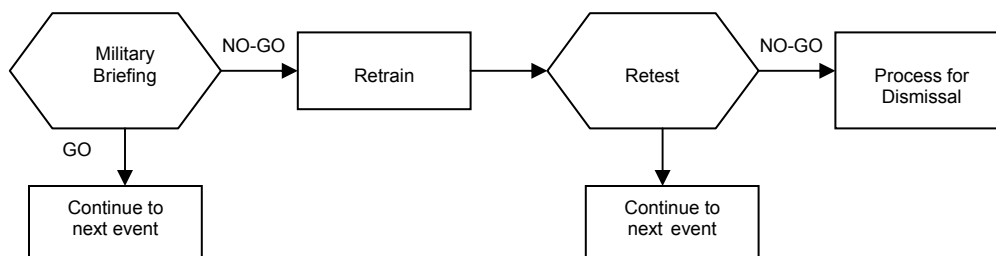
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JOHN E. SEWARD  
COL, AD  
Commandant

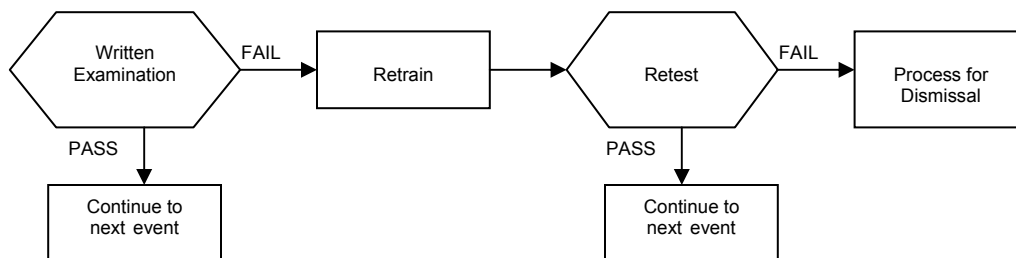
**Student Evaluation Plan (SEP) for SACC BNCOC-VTT (Enclosure 1)****ACADEMIC GRADING AND TEST PLAN**

1. NCOAs conducting the TASS SACC (Phase I) BNCOC-VTT will use written examinations, performance evaluations, and leadership performance evaluations to ensure students can demonstrate overall mastery of course material and meet course graduation requirements.
2. Academies will evaluate academic subject matter on a basis of 100 weight points per written examination distributed according to this document. They shall calculate weight point achievement to a percentage computed to the second decimal place (0.00%) to determine student's completion of training. They shall evaluate leadership and other performance evaluations based on a "GO/NO-GO" basis. To receive a passing score the student must score at least 70 percent or higher on the Written Examination and Graphics and Overlays and Plans, Orders, and Annexes Examination. The passing grade for the Military Briefing Evaluation and Leadership Position(s) is a "GO."
3. Academies will provide remedial/refreshers training to those students failing an examination/evaluation and offer them one retest. The retest will cover the entire test and not just the portion the student failed. Should a student fail the retest, the commandant will dismiss them from the course if it is a graduation requirement.
4. Academies will award students passing the retest the minimum passing score, regardless of the student's actual grade point achieved on the retest. Academies will not have to remove those students who require and pass a retest from class honors consideration since there are no class honors given for the Stand-Alone Common Core. Academies will record the final retest score in student course records along with counseling and remediation documentation.
5. The major examinations/evaluations are:

b. **Military Briefing Performance Evaluation (L331)**. The Military Briefing Performance Evaluation requires the student to demonstrate an ability to properly conduct a military briefing in accordance with Lesson L331, Conduct a Military Briefing. Students must plan, prepare, and conduct an information briefing that quickly and clearly conveys the bottom line. Students have six minutes (plus + or minus - two minutes) to present their briefing. This evaluation covers POI File L331. Students must receive a "GO" to pass. This is a graduation requirement. Students who fail the initial evaluation will undergo remedial/refreshers training and get one retest. Academies will drop/dismiss from the course any student who fails the Military Briefing Performance Evaluation retest for failure to meet course standards. The following flowchart graphically depicts the flow process for the Military Briefing Performance Evaluation:

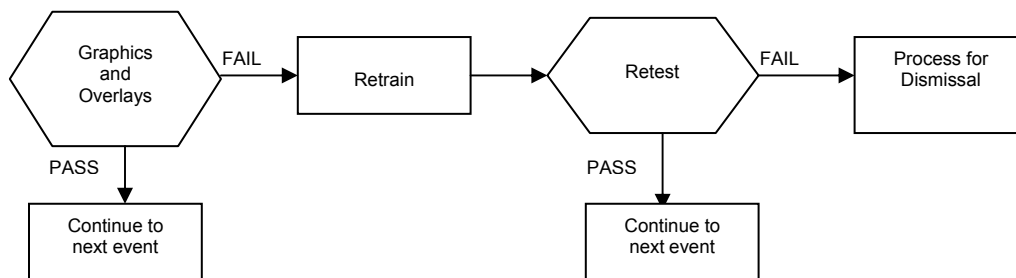


c. **Written Examination (E303).** The Written Examination is an open book, performance-based, multiple choice examinations that require the student to select the correct answer by applying knowledge to solve problems in an environment that simulates the soldier's duty position. Students may use their Advance Sheets, Practical Exercises, appropriate publications issued for the course, personal notes, and calculators. Students must demonstrate their knowledge of the subject or their research ability in finding the correct answer. This examination covers POI Files L324, L326, L328, L329, L330, L331, L333, L334, L335, L336, L337, L338, L340, T321, T323, T330, T340, T341, T343, W323, W324, W325, W326, and W332. This is a three-hour examination: ten minutes for the introduction, 2.5 hours for the examination, ten minutes for an After Action Review (AAR), and a ten minute break. The passing grade is 70 percent. Students must answer at least 35 or more questions correctly to pass. This is a graduation requirement. Students who fail the initial examination will undergo remedial/refresher training and get one retest. Academies will drop/dismiss from the course any student who fails the Written Examination retest for failure to meet course standards. The following flowchart graphically depicts the flow process for the Written Examination.





d. **Graphics and Overlays and Plans, Orders, and Annexes Examination (E302).** The Graphics and Overlays and Plans, Orders, and Annexes Examination is an open book, performance-based, multiple choice examination that requires the student to select the best correct answer by applying knowledge to demonstrate an understanding of military graphics and overlays. Students may use their Advance Sheets, Practical Exercises, appropriate publications issued for the course, personal notes, and calculators. Students must demonstrate their knowledge of the subject or their research ability in finding the best correct answer. This examination covers POI File W321 and W322. This is a 3-hour examination: ten minutes for the introduction, ten minutes for the introduction, 2.5 hours for the examination, ten minutes for an After Action Review (AAR), and a ten minute break. The passing grade is 70 percent. Students must answer at least 35 questions or more correctly to pass. This is a graduation requirement. Students who fail the initial examination will undergo remedial/refresher training and get one retest. Academies will drop/dismiss from the course any student who fails the Graphics and Overlays and Plans, Orders, and Annexes Examination retest for failure to meet course standards. The following flowchart graphically depicts the flow process for the Graphics and Overlays and Plans, Orders, and Annexes Examination

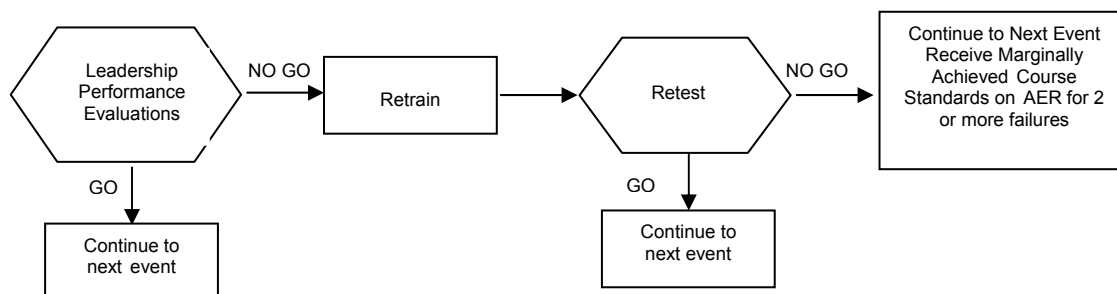


e. **Leadership Performance Evaluations.** The Leadership Performance Evaluations are performance tests that require the student to lead soldiers in various activities and assume a leadership position in order to demonstrate their leadership ability and skills. There are four leadership activities:

- (a) Physical Fitness Training Session.
- (b) Drill and Ceremonies.
- (c) After Action Review.
- (d) Risk Management.

Students must complete 70 percent of the performance measures for each activity correctly to receive a “GO.” Should a student fail the initial evaluation they will undergo remedial/refreshers training and get one retest. The Leadership Performance Evaluations are not graduation requirements. However, should a student receive a final “NO-GO” on two or more of the four Leadership Performance Evaluations, they shall receive a Marginally Achieved Course Standards in the Performance Summary (Item 13) of their DA Form 1059 (Service School Academic Evaluation Report). Additionally, students will undergo a performance evaluation while assuming a leadership position. The SGL/Assistant Instructor will counsel each student on their strengths, weaknesses, and ways to improve. There is no retest requirement for the Leadership Position Evaluation.

The following flowchart graphically depicts the flow process for the Leadership Performance Evaluations:



**Student Evaluation Plan (SEP) for SACC BNCOC-VTT (Enclosure 2)****DA FORM 1059, SERVICE SCHOOL ACADEMIC EVALUATION REPORT**

1. SGLs/Instructors will evaluate each student's academic performance on the DA Form 1059, Service School Academic Evaluation Report (AER). The AER will explain the student's accomplishments, potential, and limitations during the course. All entries will reflect the actual performance of the student.

2. The goal is to provide the students an original copy of the AER not later than graduation day. NCOAs will prepare the AER according to this SEP. **Negative counseling is anything other than academic i.e. missing formation, failing to prepare, etc.** SGLs/Instructors shall consider the following when making their evaluations:

a. Item 13, Performance Summary. For the Performance Summary block, students may receive one of four evaluations, based on the following:

(1) **EXCEEDED COURSE STANDARDS**. Reserve "Exceeded Course Standards" rating to no more than 20 percent of the graduating class. If more than 20 percent exceed course standards, student academic scores will determine the outcome. Students may achieve all superior ratings on their DA Form 1059 and not exceed course standards. Students must:

(a) Pass the **INITIAL** Written Examination and Graphics and Overlays and Plans, Orders, and Annexes Examination with an overall average of 90 percent or higher.

(b) Receive an **INITIAL** "GO" rating on the Military Briefing evaluation.

(c) Receive an **INITIAL** "GO" on all Leadership Performance Evaluations.

(d) Receive at least three SUPERIOR ratings in the Demonstrated Abilities block (Item 14) of the DA Form 1059 with one being in Leadership Skills, and no UNSATISFACTORY (UNSAT) ratings.

(e) Receive no negative counseling statements (other than academic).

(f) Participate fully in all BNCOC-VTT activities.

(2) **ACHIEVED COURSE STANDARDS.** Students must:

- (a) Pass the Written Examination and Graphics and Overlays and Plans, Orders, and Annexes Examination.
- (b) Receive a "GO" rating on the Military Briefing evaluation.
- (c) Receive a "GO" on at least three of the four Leadership Performance Evaluations.
- (d) Receive at least three SATISFACTORY (SAT) or above ratings in the Demonstrated Abilities block (Item 14) of the DA Form 1059.
- (e) Receive no more than ONE negative counseling statement (other than academic).
- (f) Participate fully in all BNCOC-VTT activities.

(3) **MARGINALLY ACHIEVED COURSE STANDARDS.** Students must:

- (a) Receive a "NO-GO" on two or more Leadership Performance Evaluations.
- (b) Receive no more than two UNSATISFACTORY (UNSAT) ratings in the Demonstrated Abilities block (Item 14) of the DA Form 1059.
- (c) Receive no more than TWO negative counseling statements (other than academic).
- (d) Fail to participate fully in all BNCOC-VTT activities.

(4) **FAILED TO ACHIEVE COURSE STANDARDS.** A student will fail to achieve course standards if any of the following apply:

- (a) Fails to meet height and weight standards IAW AR 600-9 after enrollment.
- (b) Receives less than 70 percent on the final Written Examination or Graphics and Overlays and Plans, Orders, and Annexes Examination.
- (c) Receives a "NO-GO" rating on the Military Briefing Performance Evaluation.
- (d) Receives three or more UNSATISFACTORY (UNSAT) ratings in the Demonstrated Abilities block (Item 14) of the DA Form 1059.
- (e) Relieved from the course for disciplinary reasons or violations of the standards of conduct outlined in paragraph 3a.

b. Item 14 Demonstrated Abilities. For the Demonstrated Abilities block, students may receive one of four evaluations in the five categories listed below, based on the following:

(1) **WRITTEN COMMUNICATION**. NCO Academies will not evaluate Written Communication.

(2) **ORAL COMMUNICATION**. NCO Academies will base the Oral Communication rating primarily on the Military Briefing Performance Evaluation, and any other oral communication requirements during the course.

(a) **SUPERIOR** – To receive a "SUPERIOR" rating a student must receive a "GO" in all areas on the Military Briefing Performance Evaluation, no negative counseling statement from their performance as SDL.

(b) **SATISFACTORY** – To receive a "SATISFACTORY" rating a student must receive an overall "GO" rating on the Military Briefing Performance Evaluation, and no "NO-GO" ratings on any oral communication requirements during the course.

(c) **UNSATISFACTORY** – To receive an "UNSATISFACTORY" rating a student must receive at least ONE negative counseling statement for poor oral communication skills (e.g., excessive use of profanity, distinctiveness, or voice control). Should a student receive a "NO-GO" rating for the Military Briefing Performance Evaluation, they shall receive a "FAIL TO ACHIEVE COURSE STANDARDS," and will not graduate.

(3) **LEADERSHIP SKILLS**. NCO Academies will base the Leadership Skills rating primarily on the Leadership Performance Evaluations ratings. They will also consider the student's performance while they served in any other leadership positions.

(a) **SUPERIOR** – To receive a "SUPERIOR" rating a student must receive a first time "GO" on all Leadership Performance Evaluations, and no negative counseling statements from his performance while in any other leadership position.

(b) **SATISFACTORY** – To receive a "SATISFACTORY" rating a student must receive a "GO" on at least three of the Leadership Performance Evaluations, and no more than ONE negative counseling statements from their performance while in any other leadership positions.

(c) **UNSATISFACTORY** – To receive an 'UNSATISFACTORY' rating a student must receive a "NO-GO" rating on two or more of the Leadership Performance Evaluations, and TWO or more negative counseling statements from their performance while in any other leadership positions. A negative counseling statement for apathy, poor attitude, or failure to fully participate in training events will result in an **AUTOMATIC** "UNSATISFACTORY" rating.

(4) **CONTRIBUTION TO GROUP WORK**. NCO Academies will base the Contribution to Group Work rating primarily on the student's participation in the lesson discussions and practical exercises.

(a) **SUPERIOR** – To receive a "SUPERIOR" rating a student must consistently enhance training by sharing their experiences, receive no negative counseling statements regarding class/group participation or failure to complete reading/homework assignments, or failure to prepare for class, contribute above and beyond that of fellow classmates, and receive an overall "SUPERIOR" rating for their contributions throughout the course.

(b) **SATISFACTORY** – To receive a "SATISFACTORY" rating a student must actively participate in classroom discussions, and receive no more than ONE negative counseling statement for poor class participation, disruptive behavior, or lack of participation.

(c) **UNSATISFACTORY** – To receive an 'UNSATISFACTORY' rating a student must receive TWO or more negative counseling statements for poor class participation, disruptive behavior, lack of participation, or failure to complete reading/homework assignments.

(5) **EVALUATION OF STUDENT'S RESEARCH ABILITY**. NCO Academies will base the Evaluation of Student's Research Ability rating on the student's Written Examination and Graphics and Overlays Examination.

(a) **SUPERIOR** – To receive a "SUPERIOR" rating a student must receive a grade point average (GPA) of 90 percent or higher on the initial examinations.

(b) **SATISFACTORY** – To receive a "SATISFACTORY" rating a student must receive a grade point average (GPA) between 89 and 70 percent on initial examinations.

(c) **UNSATISFACTORY** – To receive an “UNSATISFACTORY” rating a student must receive less than 70 percent on the initial and subsequent retest on the Written Examination or Graphics and Overlays and Plans, Orders, and Annexes Examination. Students may also receive two or more negative counseling statements for failure to complete reading/homework assignments or failure to prepare for classes.

## Student Handout 2

### Advance Sheet for E303, Written Examination

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<b>Overview</b>	<p>This is a three-hour open-book examination that measures your ability to demonstrate overall mastery of the course material and your ability to use references: ten minutes for the introduction, 2.5 hours for the examination, ten minutes for an After Action Review (AAR), and a ten minute break. The intent is to ensure you know the material, or know how to research and find the answers. You must work individually. Questions will come from the learning objectives of the lessons listed below. You will receive a “GO” (70 percent correct [35 questions] or better), or a “NO-GO” (less than 70 percent correct). Students requiring a retest may only score a maximum of 70 percent.</p>
<b>Learning Objectives</b>	<p>You are responsible for all the terminal and enabling learning objectives from the following lessons: L324, L326, L328, L329, L330, L331, L333, L334, L335, L336, L337, L338, L340, T321, T323, T330, T340, T341, T343, W323, W324, W325, W326, and W332.</p>
<b>Student Assignments</b>	<p>Before the examination:</p> <ul style="list-style-type: none"><li>• Read Student Handout 1.</li><li>• Use your reference materials and notes to prepare for a 50-question objective and open-book examination.</li></ul> <p>During the examination:</p> <ul style="list-style-type: none"><li>• Bring all the materials issued for the lessons listed above and use them to research your answers.</li></ul> <p>After the examination:</p> <ul style="list-style-type: none"><li>• Participate in a review of the examination.</li></ul>
<b>Additional Subject Area Resources</b>	<p>None.</p>
<b>Bring to Class</b>	<ul style="list-style-type: none"><li>• All reference material.</li><li>• Pen or pencil.</li><li>• Writing paper.</li></ul>

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### Student Handout 3

#### Advance Sheet for E302, Graphic and Overlays Examination and Plans, Orders, and Annexes

<b>Overview</b>	<p>This is a three-hour open-book examination that measures your ability to demonstrate overall mastery of the course material and your ability to use references: ten minutes for the introduction, 2.5 hours for the examination, ten minutes for an After Action Review (AAR), and a ten minute break. The intent is to ensure you know the material, or know how to research and find the answers. You must work individually. Questions will come from the learning objectives of the lessons listed below. You will receive a “GO” (70 percent correct [35 questions] or better), or a “NO-GO” (less than 70 percent correct). Students requiring a retest may only score a maximum of 70 percent.</p>
<b>Learning Objectives</b>	<p>You are responsible for all the terminal and enabling learning objectives from the lesson W321, Graphic and Overlays and W322, Plans, Orders, and Annexes.</p>
<b>Student Assignments</b>	<p>Before examination:</p> <ul style="list-style-type: none"><li>• Read Student Handout 1.</li><li>• Use your reference materials and notes to prepare for a 50-question, open-book, criterion-referenced examination.</li></ul> <p>During examination:</p> <ul style="list-style-type: none"><li>• Bring all Advance Sheets, personal notes, and references.</li></ul> <p>After examination:</p> <ul style="list-style-type: none"><li>• Participate in a review of the examination.</li></ul>
<b>Additional Subject Area Resources</b>	<p>None.</p>
<b>Bring to Class</b>	<ul style="list-style-type: none"><li>• All reference material.</li><li>• Pen or pencil.</li><li>• Writing paper.</li></ul>